

DIVISION/OFFICE WORK PLANNING TEMPLATE

The draft R7 Division Work Planning Template is designed to assist regional divisions/offices with work planning within their organizations by providing a snapshot of each Division's current resources, focus areas, and workforce needs. The template is intended to be an internal tool to assist divisions/offices in making decisions about work investments, disinvestments, and resource realignment. Please assume a three-year horizon when identifying items for the template.

WORK PLANNING DATA TEMPLATE

DIVISION		Date
Focus Areas	Internal/ External	Justification
1. Filed litigation: Ameren, DICO, NE-By Products, NE Reg Haze		
2. Omaha Tribe Enfct		
3. Water: KDOT and MDOT IA Petition 404 Dam cases St J Bayou Classified waters UAAs Nutrient issues		
4. Air: Power plant enforcement Excess emission initiative Cargill, Griffin Pipe cases Chanute cases Colombian and Owen-C referrals IA SIP issues SSM		
5. CERCLA: Carter; Westlake; FY 13 RODs; Doe Run proposal		
6.. 112r: Coffeyville, DPC and Barton DOJ cases; admin cases		
7. Core RCRA, RRP, and FIFRA enforcement		
8. Targeting/case development		
9. Records: New file structure and new discovery tools		
10. EEO, Personnel and labor law work		
11. OECA and OGC lead region work		

Disinvestment Areas	Internal/ External	Justification
1. Expedited settlements		
2. FOIA		
3. Audit Policy		
4.. Asbestos, CFC enforcement		
5.		

Skill Gaps	Summary of Skills Gap Analysis	Proposal to Address Gap
1. Paralegal support		
2. PRP search		
3. CERCLA attys		

Cross-Regional/ Cross-Program Focus Areas	Description	Relevant Divisions
1. Westlake/Bridgeton		
2. Omaha Tribe		
3. EEO/Personnel/Labor counseling		
4. OECA/OGC lead region		
Process Improvement Needs		
	Assistance Needed	Timeframe
1. Records/file structure		
2. E-concurrence		
3. FOIA		

TEMPLATE KEY

Focus Areas: The current top activities or goals for the Division. These may be key HQ issues, state/tribal issues, regional environmental issues, Pathway Plan actions, etc.

Internal/External: This allows for differentiation in the type of focus area. Wherever possible, internal priorities should be linked to the areas of focus under Region 7 Pathway Plan actions.

Disinvestment Areas: The current activities the Division is planning to reduce or discontinue in order to focus resources on other goals.

Justification: A brief explanation of focus/disinvestment area decisions and any related costs/benefits

Skills Gap Analysis: An identification of any skill gaps in the Division related to the focus areas or other ongoing needs in the Division as well as a proposal for how to address the gap (e.g. realign resources within division, Skills Marketplace, Job Swap, etc).

Cross-Regional/Cross-Program Focus Areas: A description of any cross-cutting efforts underway or planned.

Process Improvement Needs: Identification of any Divisional processes to target for improvement and a brief explanation of any assistance needed to support and implement the process improvement effort.